



Job Description : Assistant SENDCO

Job title: Assistant SEND Coordinator

Reporting to: SENDCO, Principal at Woods Bank Academy

Main purpose

- To assist the SENDCO in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including promoting high quality teaching, effective use of resources, assessment.
- Contribute to the management and support of pupils during learning activities.
- Review and develop your own professional practice.
- Deal with pupils' therapeutic, pastoral and personal care needs.
- To support teachers in the development of curriculum resources for SEND.
- To work with the SENDCO to develop and implement intervention groups and support and Keep up to date records for pupils with special educational needs in Provision Map software.
- Support the SENDCO in the preparation of referrals to external agencies including paediatric services, CAMHS, SaLT
- Contribute to the target setting for pupils with EHCPs and/or Individual Support Plans
- Support the SENDCO in arranging and documenting EHCP Annual Review meetings and IEP meetings
- To support the learning of students as allocated by the SENDCO.
- To collate SEND data as requested and analyse progress and attainment.
- Monitor and evaluate the quality of teaching and pupil responses to learning activities through a range of assessment and monitoring strategies, providing feedback and support to teachers in line with policies & procedures.
- Attend and/or support teachers with pupil review meetings, preparing paperwork where necessary.
- Attend meetings with Trust and outside agencies as directed by SENDCO.
- To liaise with relevant outside agencies to ensure that individual pupil SEND are met effectively and that the requirements of Education Health Care Plans are met fully.
- Ensuring that staff are kept informed of pupils' SEND and advise on areas to develop
- Working with the SENDCO and other staff to ensure that all SEND Pupil Profiles, passports and plans are used to set subject specific targets and match work well to pupils' needs.
- Using data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils alongside teachers.
- To provide guidance to staff in relation to quality first teaching and the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- To work with the SENDCO to promote an inclusive curriculum.
- To monitor the progress of students with SEND and advise the SENDCO.

- To support meetings of SEND staff, communicate information to staff and co-ordinate resulting action.
- To deputise for the SENDCO in matters relating to SEND.
- Carry out daily teaching activities for complex needs children and regular small group interventions, for example; social use of language, SP, EAL and language programmes etc.
- Maintain and be aware at all times of the SEND Register.
- Attend meetings as directed by the SENDCO.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the academy and appreciate and support the role of colleagues and other professionals to enable the academy to fulfil its development plans.
- Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional development.

Additional duties:

- Undertake other administrative tasks commensurate with the post
- Be aware of and monitor all matters relating to General Data Protection Regulations, including retention, archiving and disposal of records
- Undertake training as required, e.g. health & safety and safeguarding, including developing a strong working knowledge of the school MIS (Arbor), Provision Map and My Concern to input and extract data as required

Safeguarding of students and Duty of care:

All staff regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.

We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take. Annual safeguarding training is offered to all staff and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal

This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none">• Qualified teacher status• Degree
Experience	<ul style="list-style-type: none">• Teaching experience of at least two years• Knowledge of SEND• Some knowledge of the financial aspects of SEND
Skills and knowledge	<ul style="list-style-type: none">• Understanding of high-quality teaching• The ability to model this for others and support others to improve• Effective behaviour management strategies• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Principal/line manager's signature: _____ Date: _____

Postholder's signature: _____ Date: _____